



# Relaxed Renee's Wedding Planner

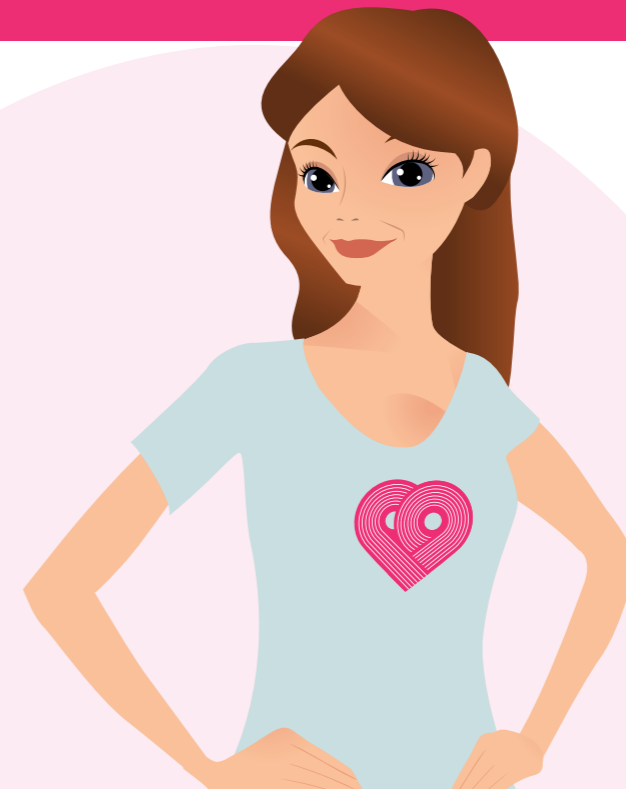
Being a bride can be confusing as you play different roles at different times in the lead up to your wedding. By supporting over 5000 brides and over the last 20 years we have figured out everything that can be done to make the process less stressful, more cost efficient and more memorable, and turned it in to a **time based checklist** supported by **templates** that allow you to create a completely personalised experience whilst at the same time having the confidence that the event will run very smoothly with nothing forgotten.

This guide is designed from use at over 5000 weddings to allow you to:

1. **Have a perfect wedding day regardless of your budget or circumstances**
2. **Be stress free in the entire lead up to your wedding, and**
3. **Maximise the impact your wedding has in your family and friends**

## ***This time based checklist***

will allow you to confidently stay on track for the perfect day, month by month, then week by week, then day by day, up until your wedding!



**Hypertext (click on hypertext to see how it works!)**

**You will be filling 3 distinct bridal roles:** [CLICK OR TAP TO LEARN ABOUT PHRASES IN THE GLOSSARY](#)



**Visionary**



**Organiser**



**Star**

We need to define some fundamental terms and processes that we will be referring to often during your journey:

## **Key people, 1-a-Day Providers & More-than-1-a-day Providers**

For the day to work you will need to deliver some of the following craft & logistics elements **craft & logistics elements**

To make things easier we have provided **templates** of the fundamental planning documents for a wedding. These documents are (links to these docs) **the manifest, invitation, order of service, order of events & menu**

Finally, here is the complete list of the things that you may want to actually **do**, from **start to finish**, just so that we know what we are working toward.

## 12 months before

**Brainstorm** & choose your **maid of honour** and **best man**

Brainstorm the **vision** for your day with your **groom**, **best man** and **maid of honour**

Start a **wedding folio** and have a first go at your **manifest**

Create a draft **budget** and think about **who will pay**

**Do a key people brainstorm** with your **groom**, **best man** and **maid of honour** including proposed dates for your wedding

Choose & inform **key people** & do a date availability check that they can all attend

Start filling in your supplier **manifest** by **brainstorming** who your **providers** might be, remembering to include family members.

Check the availability and cost of 3 **1-a-Day-Providers** in each category that you require



## 11 months before

Ask for **best price** on day and **alternative day quotes** from all key providers

Finalise the date & time of your **ceremony** and **reception** and share with all **key people**

Lock in date and prices with **key people** who are providing paid services and **1-a-Day-Providers** and pay **deposits**

## 10 months before

Check the availability and cost of 3 **More-Than-1-a-Day-Providers** in each category that you require

Ask for **best price** on day and **alternative day quotes** from all non key providers



## 9 months before

Play price hard ball with **more than 1-a-Day-Providers**

Lock in date & prices with **more than 1-a-Day-Providers**

Update **manifest** and **budget** with provider info

## 8 months before

**Brainstorm** your **guest list** with family and **wedding party** and match to your **budget**.

People who are donating money people must attend this meeting

Do a **culture brainstorm** with parents, **groom**, **maid of honour** and **best man**

Do a **fashion brainstorm** with groom, maid and man

Do a **delegation brainstorm** of all **occurrences**, craft & logistics with your **groom**, **maid of honour** & **best man**

Speak to the people you wish to delegate tasks and responsibilities to about their roles & record who they are and what they have agreed to do in your **manifest**; add them to your **key people** list



## 7 months before

Decide on your bridal outfit including hair, make up, shoes and accessories

Do your **fitting**, order your dress and agree with your dress maker on key dates for **trial & refit** and your **final fit**

Decide on bridesmaids' **wardrobe**, hair & makeup

Decide on **grooms wardrobe** and hair

Finalise **guest list & culture** component and inform parents



## 6 months before

Brainstorm your honeymoon dates and destination and book **cheap flights and accommodation**

Brainstorm your **ceremony** structure & **legals** with **celebrant**

Brainstorm **ceremony & reception** key events and theme with **groom, best man & maid of honour**

Create & share draft **run sheet** with **key people** & all providers for feedback

Brainstorm your music and **key songs** and **key announcements** with your **key people** and send to **DJ** for feedback

Choose your food and drinks **menu** and send to caterer for feedback

Brainstorm your **set shot list** with photographer and groom and get a delivery date for your finished photo signed in writing and see if they can film the **key words** for you as well as doing your photos – their **second shooter** can do this

Send the **set shot list** to key people for feedback



## 5 months before

Finalize your **vision** for your **ceremony & reception** with your **groom, maid of honour & best man** and share with all **providers** and finalise flowers, cake, cars, hire, **wardrobe**, hair & make up and pay all remaining **deposits**

Create a **registry** and **website**

Refine your **manifest** and flesh out your **run sheet** including **timings** and share with **key people** & all **providers** for feedback and confirm every person in the **manifest** by return reply to this communication. Create a **provider verification checklist** in your **manifest**.

Review your **budget** and **guest list** and adjust if needed

Double check availability of **key people & providers**

Design your **save the date card & invitation**

Print and send your **save the date cards**



## 4 months before

Check in with your dress maker and sure they are on track for your **trial & refit**

Review your **legals** with your **celebrant**. Verify the accuracy of the **legals** with an independent source and check that the celebrant is registered.

Create a more detailed **music list** including what you don't want and send to the **DJ** for feedback

Finalise your **reception** venue **seating & service, catering** and **set shots**

Finalise your **run sheet** and send to **key people & all providers**

Double check and print your **invitation**

Update your website & registry

Choose the date and venue for **rehearsal** dinner and invite **key people & providers**. Insist that the **celebrant, groom, maid of honour, best man, parents** and **Go-To** attend







## 3 months before

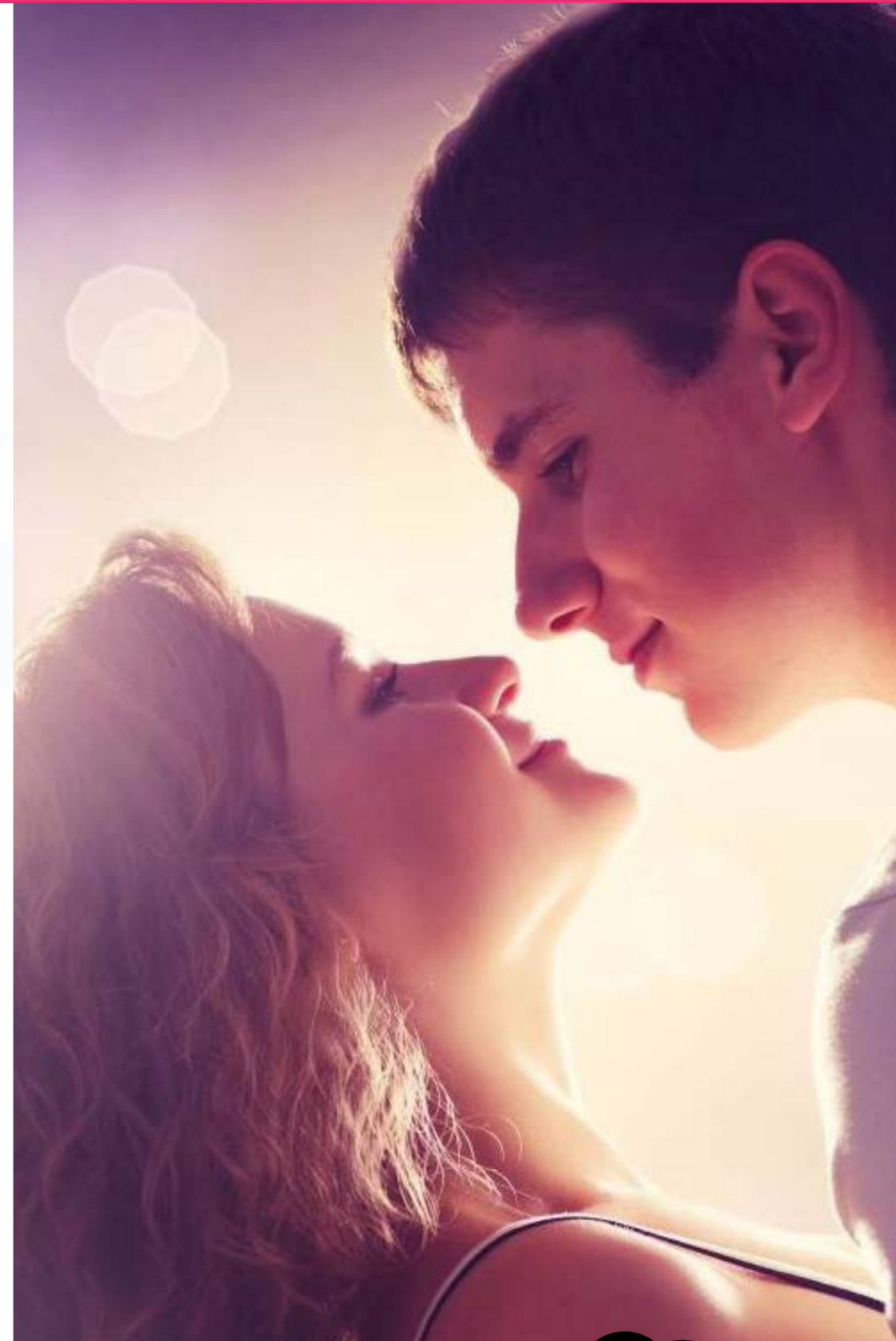
Brainstorm your wedding night with your groom

Choose & book your wedding night accommodation and tell your **maid of honour** and **groom** how they can make it perfect for you

Choose, book and share details about accommodation for people who are coming from out of town and publish this information on your website

Send your invitations

Finalise your **honeymoon** flight, accommodation & key logistics and send details to parents, **maid of honour** & **best man**



## 2 months before

Double check that **cultural physical elements** will be provided by key people

– Make sure **key people** providing **words** on the day have the **words** they need and are confident & prepared.

Finalise your **vows** with your **groom** and share with celebrant and the person who is creating your **order of service**

Discuss your **hens night** with your **maid of honour** and share with **groom**

Discuss the **bucks night** with your **groom** and **best man**

Make sure your **wedding party** have their **wardrobe** handled and do your dress **trial & refit**

Purchase or craft any remaining craft objects other than your **seating plan** and or organise **crafting days**

Update your **registry** and **wedsite**

Email the accommodation link on your website to out of towners and check that they are okay with accommodation & logistics



## 4 weeks before

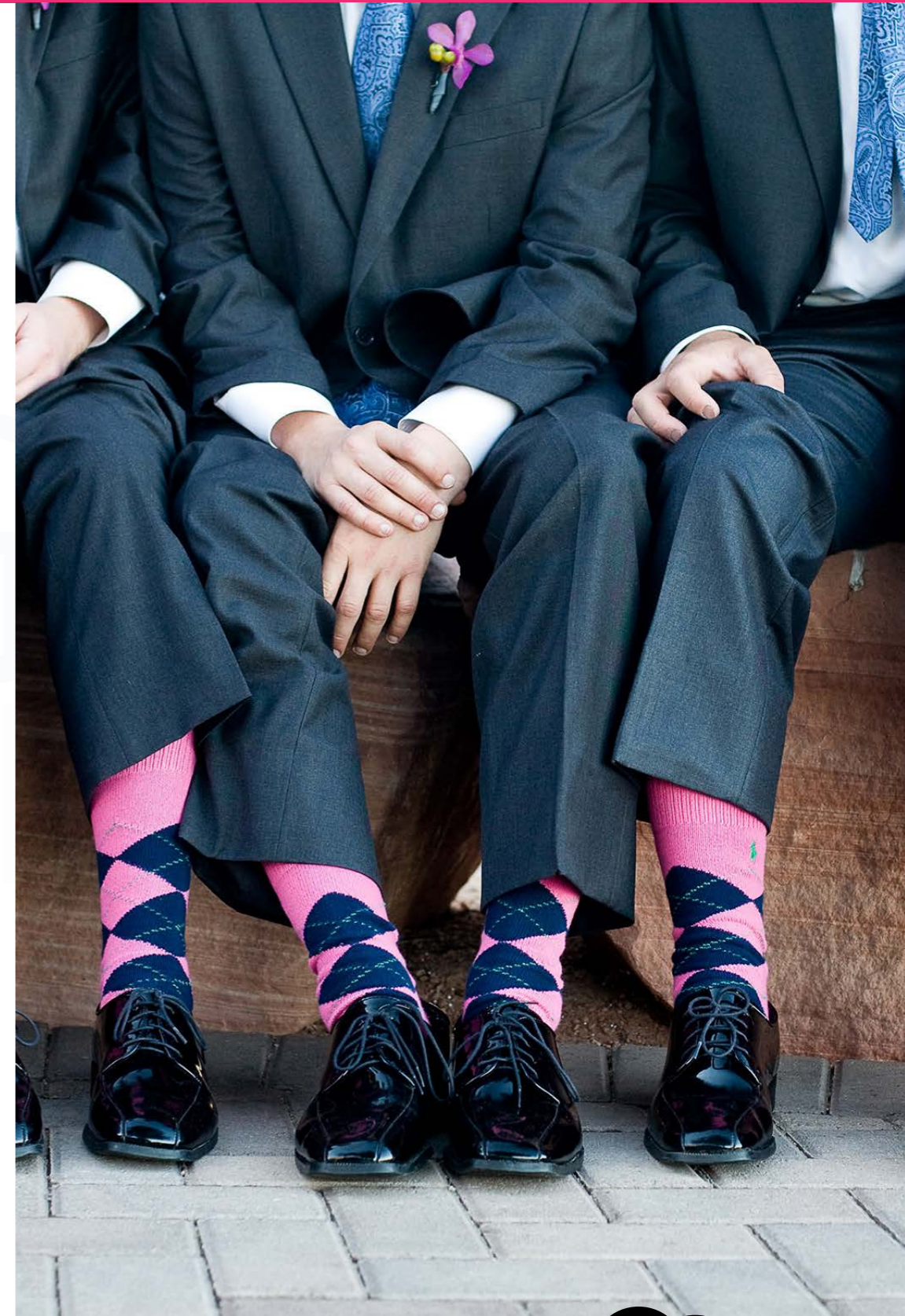
Do a whole **wedding party wardrobe** check: Try on your dress, do a full wardrobe rehearsal with your bridesmaids, get **groom** to check the groomsmen's **wardrobe**

Discuss with the **groom** what you want to do in your **bride & groom time** on the day.

Make sure that your **legals** are on track

Confirm **honeymoon** & wedding night reservations

Follow up guest **RSVPs**



## 3 weeks before

Confirm your **celebrant** and **key people** for the **rehearsal** and double check that **celebrant, groom, maid of honour, best man, parents** and **Go-To** can attend and let the **Go-To** know that they take over the **run sheet** from the **rehearsal** onward.

Review your **run sheet** with your **groom** and **Go-To** to make sure you are all comfy with your **timings** and with the **Go-To** taking over the **run sheet** from the **rehearsal** onward, send any adjustments to **key people & providers**

Finalise the **key music** for **ceremony** and **reception**





## 2 weeks before

Do your **rehearsal** dinner.

Confirm **bump-in** times with venue and share with all **providers**

Give all **providers** their **head counts** & do a quick **service check**, pay & thank them

Phone or personally deliver thank you's to all **key people**

Do your **seating plan** now and share with parents for feedback

Final **wardrobe** check with **wedding party**

Finalise your **speeches** and toasts and remind all **key people** to do the same.

Send your final **run sheet** and **location information** to all **key people** & **providers**

Do a **sedative test**



# 1 week before

Practice your **vows** daily with your **groom** and finalise what you will do with your **bride & groom time**

Pack your **overnight bag & day bags** for all **key people**, give them to your **Go-To** to distribute on the day

Have a manpedi or similar thank you / preparation boding session with your **maid of honour & Go-To**

Text, call and or email to confirm to all providers including the **location information**, time and date.

Finalize your **key music** and **music list** and send to the DJ and ensure that they have all of your key music

Place cash payments into envelopes and give to **Go-To**. Notify people who will be paid cash of who the **Go-To** is.

Schedule thank you emails to land with **key people & providers** the day after the wedding with your **Go-To** ccd so they can handle the clean up logistics while you are on your **honeymoon**



# The day before

Your **Go-To** must confirm by phone or text with **key people** and **providers**

including **honeymoon** & wedding night accommodation & report to you

Once tgis report is done you enter the **rock star bubble** with your groom

Practice your **vows** with your **groom** after every meal

**Ravage** your husband!

Do bride and groom outfit rehearsals

Set an alarm & arrange a back up call from your Go-To and maid of honour

Eat a **large carbohydrate rich** dinner

**Sedative or sex** – schedule to **sleep for 10h**



## On the day

Eat large carbohydrate rich breakfast and set **food alarms** every 3 hours

Your **Go-To** must confirm all **key people** and **providers** by phone or text first thing in the morning and report

**Trust** your **Go-To**, **key people** & **providers**

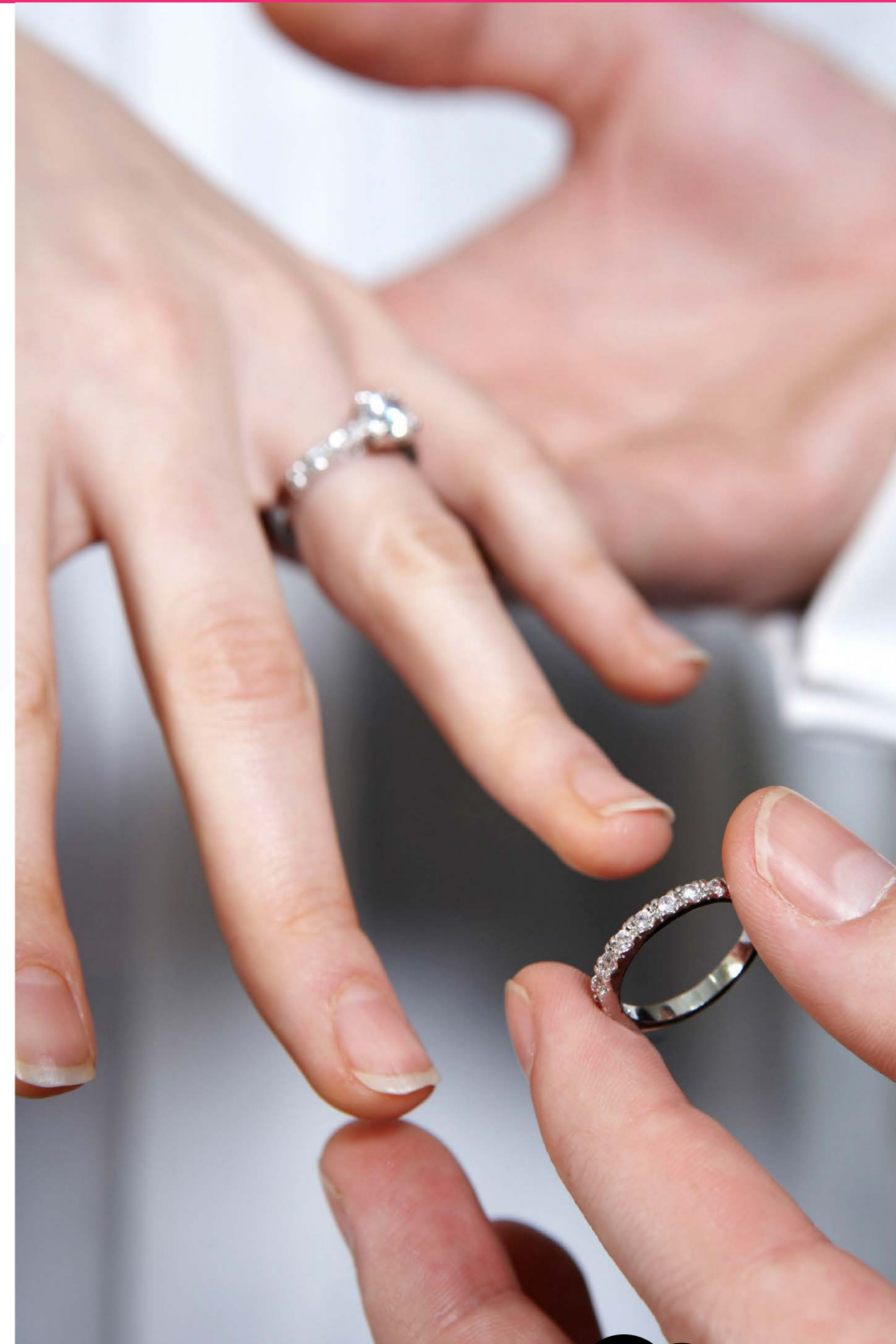
**Ravage** your husband at every appropriate opportunity

Do a **vow** practice with your groom at least once

Cherish your bride & groom time

Tell your parents what you think of them in detail and specifically

Relax, smile & **be present** to the new life you have created







## After

Send thank you texts to all key immediately

Ensure Go-To is dealing with **follow up** texts, calls & emails to and from all providers

**Bug your photographer** for your photos weekly

**Open your presents**

Design & print **thank you cards**

Organise a thank you meal for **key people**

Personalise and send your thank you cards

Renew your **vows** loudly and **often**



Terms to define in hypertext:

### Hypertext

This document is designed to be as brief or detailed as you need. Read along and where you require deeper insight into a concept or process, click on a highlighted word and it will expand out more information. This functionality allows you to plan fast but very quickly get your hands on additional resources when you need them. Also remember that we have included everything in this plan. If something is not relevant to your wedding, just skip on to the next item!

### Bridal Roles

One of the most confusing parts of being a bride is that you need to fulfil multiple roles in the lead up and on the day. These roles are: **Visionary**, **Organizer** and **Star**... Knowing what the roles are and when you move from one role to the next takes a lot of the confusion out of the process. In most events these 3 roles are filled by 3 separate people, but in a wedding all 3 roles are usually filled by the bride.

### Visionary

During the initial stages of wedding planning what is key for the bride is are figuring out the core elements of the wedding: what is the theme, who are the key people that must be there, who will be the best service providers, and who will I trust to help me. This work is fundamental and if prior to the work of organizing involving others in the event and delegating work to them. A clear vision, shared powerfully, makes it very easy for service providers and helpers to deliver what you are asking for without detailed direction so take the time to get the vision right. The people you should most involve with your vision are your groom and maid of honour. You might also seek the counsel of your parents, the best man and other people close to you but remember that it is your wedding. Lots of people can add their personal touches on things that you delagate during the organizing stage, but during the first stages talk to people who know you intimately and stay true to your vision.

### Organiser

During the middle stage of your wedding preparation you are creating a structural framework that to allow your team to interpret and deliver your vision and to make the day their own in many small but meaningful ways. Being a thorough organizer will allow your to deliver a



completely personalised experience to be executed systematically. We will show you how to deliver the operational fundamentals of a wedding: how to create a manifest and budget, how to use a checklist designed around the principles of supply based prioritization and how to engage and empower a “Go-To” person to run the day for you.

### Star

In the days leading up to and on the day of your wedding your role alters dramatically. You are expected to transition from being a hyper-organized event planner to being almost the opposite – a emotionally engaging host and the centre of attention of a live event. In a normal event these roles fall to quite different people – an event coordinator on one hand and a professional entertainer on the other. But at a wedding a bride is expected to perform both roles. How do we make this possible? Shortly before an event entertainers enter a space provided to them by the event coordinator called a “rock star bubble” where they trust the event team to tell them what to do logistically so that they can focus 100% on being present for their audience. In a wedding a bride should aim to do the same. This guide shows you how to create and use a protected space similar to the ones that rock stars use to deliver perfect performance. The key to this is the handing over of the **manifest** to a person called your **Go-To** at the **rehearsal**. An accurate **manifest** in the hands of an empowered **Go-To** allows you and your **groom** to enter your rock star bubble and remain there until after your honeymoon. Here is no greater gift that you can give yourself and your groom at your wedding that the opportunity to be completely present to the experience.

### So?

Through these steps you will become more qualified in event delivery than most wedding planners, reduce your stress level to close to zero stress and free up \$5000 or more in budget to allow you to have extra guests or the honeymoon of a lifetime. More importantly, you will create a priceless gift for yourself and your husband – the opportunity to experience your wedding as the calm and relaxed centre of the happiest day of your life. By creating a space where you can trust others to execute your wedding, leaving you the space to be 100% preset to your groom and guests is an achievement that most brides aspire to but few attain. This plan will give you the tools you need to create this truly once in a lifetime experience.



## Go-To

Along with your manifesto, your Go-To becomes your access to your rock star bubble on the day of your wedding. They take over the **run sheet** from the **rehearsal** onwards, and handle all pre and post wedding logistics for you. This person should not be your best friend. They should be your most organised person you know that you trust to put you ahead of everyone else for one day. Choose this person very carefully. Who do you know who is calm, organised and who keeps to time? Who do you know who is an excellent manager who can keep a team on track and communicate through issues? When you think you know who this person is, share your vision with them. If they get it and understand clearly that you want them to be your operational eyes and ears on the day, and they respond with a passionate “yes”, you have your Go-To. This person doesn't do much organizing, but in the days before and on the day you must be able to count on them and trust them 100% to take complete control of your wedding on your behalf.

## Key people

Key people are the people who you know personally who are fundamental to the success of the day. This includes, but is not limited to, the **groom, wedding party**, your parents, and your your “**Go-To**” person, as well as family members and friends who are acting as service **providers**.

## Providers

Providers are paid contractors who provide expertise, advice and products to deliver your wedding experience. They are divided in to event critical **1-a-Day-Providers** and more expendable **More-Than-1-a-Day-Providers**.

## 1-a-Day-Providers

1-a-Day-Providers are your supply limited **providers** – operators who by the nature of their trade can only supply one event per day. Because they can only provide 1 service a day and 95% of weddings are on Saturdays these providers can only provide service about 54 times a year. As a result, high quality providers of this type are constantly in short supply. As such, these are your most sensitive **providers**, so we treat them differently to other **providers**. 1-a-Day-Providers include: the reception venue and parking, the DJ, the caterer and the photographer

### More-Than-1-a-Day-Providers

These **providers** are not limited in their delivery restrictions – most of their work either occurs steadily with long lead times for preparing something for use at your wedding or for a very short time on the day, rather than the lengthy live performance requirements of a **1-a-Day-Provider**. Because they can service many clients at once there are less of these providers but they are all always available to serve you – they don't get "booked out" like one a day providers. This supply environment means that many of them become very good at what they do and provide excellent service at competitive process, as they compete more for a wider selection of jobs than 1-a-Day-Providers. As such they are more flexible on price, easy to replace if something goes wrong and more able to adjust to your changing needs. Examples include your ceremony venue and parking, florist, cake artist, **celebrant**, photo booth provider, dessert or candy bar supplier, hire service, car company and ceremony ushers and musicians as well as your dress maker, wardrobe, hair & makeup team.

### Manifest

A event planner's spreadsheet that includes a **time based checklist**, **key people** & provider checklist, **budget**, **run sheet**, **guest list**, **music list** and gift **register**. This is the most powerful document you will create and is the backbone of a successful wedding

### Something borrowed & garter

**Additional service logistics** – ceremony drinks, table booze etc

**Ceremony**: Music, Words, Legals, Service

**Reception**: Pre's, Entrance, Housekeep, Service, Music, Words, Culturals, Cake Cut, Dance, Father Daughter, Bouquet, Garter, Recession

**craft & logistics elements:**

A manifest

Save the date cards

Invitations

Bonbonniere

Order of service pamphlets for the ceremony

A seating plan

Order of events & menu for the reception

A present table & guest book

Something borrowed & garter elements

Additional service logistics

**Do:**

Hens Night & Bucks Night

Rehearsal

Wardrobe, Hair & Makeup

Transport

Reveal

Arrival & Aisle walk

Ceremony

Recession

Photos

Bride & groom time

Reception

Venue pack down

Wedding Night

Recession

Griffin  
Alliance



### time based checklist

A time based checklist is a list of actions sorted in to time based priority order. This type of list allows for work to be done steadily towards a goal and sorts tasks into time order, placing long lead time tasks first and ensuring that tasks that depend on other tasks being done are scheduled in the correct order so that the product is delivered on time. This is done by starting at the end product and working backward to ensure that every contingency is considered and there is enough lead time to complete every task in order.

### Brainstorm

A brainstorm happens when a group of people generate a list of ideas together – the purpose of the session is not to decide anything, but rather to generate as many ideas as possible. At such a session all ideas should be listed and no analysis done – the sole purpose of a brainstorm is to get everyone into creative mood and get as many ideas as possible in writing.

### Groom

A male member of a wedding couple. The man you will marry.

### maid of honour: (also matron)

(also matron of honour, if married) Most brides select a maid of honour to assist them in the preparation for their wedding and to support them on the day. This person is often a significant person in their life such as a best friend or sibling, but what is fundamental in a maid of honour is that they must be a person that you trust to be frank with you about reality as you move toward your wedding day. You will have many opinions and a sea of emotion coming at you in the month leading up and if you can rely on your maid of honour to be an honest sounding board who has your best interests at heart then your experience will be richer for it. Choose the person who has always said what needed to be said, even if you hated them for it at the time. The person who has put what is good for you first even when it has made them unpopular.

### vision

Carl Jung said, “Your vision will become clear only when you can look into your own heart. Who looks outside, dreams, who looks inside awakes.” Only one person knows what your wedding should be. And that is you. Everyone who offers you genuine assistance has only two options: to embrace your vision, or to guess what you want. A clear vision of what you want the day to



be if the foundation upon which your wedding is built. Share your vision with everyone who offers to share in the preparations and help on the day. Ask for ideas, and mould your vision but always remember that no one knows what your wedding should be like better than you. When directing providers, a clear and concise vision of your day makes it very easy for them to deliver what you want. Clarify your vision for your day and share it as you go through your manifest and running sheet. These documents become your vision, made manifest. Does the name make more sense now?

### best man

The best man is the groom's version of a maid of honour. He serves a similar role – acting as the counsellor to your groom in the lead up to the wedding and in the years that follow. Take the time to discuss your choice of maid of honour with your groom. If you have chosen your maid of honour wisely and you explain to him how you chose it can strongly influence him in making a wise choice of the man he trusts most.

### wedding folio

Your manifest is a concise statement of all of the key elements of your wedding. However, there will be lots of supporting material that comes from your researching, visioning and brainstorming. Keep all this information in a digital and or physical folder called a wedding folio. You might already have one, where you have secretly filed ideas for your big day over the years. Now is the time to bring it out of hiding and share it with the world. In the early stages what ends up in your wedding folio can be a good guide when defining your initial vision for the day!

### who will pay

I want to take some time to explore some issues that surround the funding of your wedding. Remember well the old saying "It's he who pays the piper that calls the tune." This saying is true for most weddings, so keep it in mind when you seek your funding. Only allow people to fund your wedding if you believe that they have your best interests at heart. The best way to tell if this will be the case is to look at their behaviour in the past – when they have had to make a difficult choice between what is best for them or for you, have they chosen you? Don't allow anyone who has not put you first in the past to fund your wedding. No matter how much money your long lost uncle who said he would come to your uni graduation but never shows assures





you that he has your best interests at heart, if he doesn't you will be placed in an awful position leading up to the wedding or on the day itself. Don't risk it. Better to have a modest occasion where your vision is expressed fully than a bull in a china shop at your ceremony or reception. Family politics can be complex, so choose your funding wisely. Secondly, and just as importantly, before accepting funding from anyone, talk with them with other people around about what they expect in return for their money. They will naturally say nothing, but remember to clarify in the presence of other what they mean by nothing. Ask questions like "Does this mean that if we disagree about how the wedding should run that you will trust my judgement and won't interfere or create politics behind the scenes?" I know this sounds harsh but if you do not clarify this in the presence of others early on once again you risk a bull in a china shop. Mums have visions for weddings. Mothers in law to an extent that may stagger you. Fathers have legacies and cultural traditions that die-hard and friends and relatives can have agendas that sit below the surface, unseen until the pressure is on. So please, I urge you, only allow donors who have your best interest at heart and get public undertaking from them that their funding is given without expectation. I've seen too many crying brides whose issues stem from getting this but wrong. Thus my rant. Rant over.

### best price

Your wedding is not about saving money. But let's think about this differently. The better the pricing the fewer people you will have to involve in the conversation about who will pay. And your budget might be big or small, but the better the pricing you can get for each key element the more people you can invite and the more you can invest in the honeymoon of a lifetime! Now that I have cleared that up let's have a look at how we get to best price and when to use it. Providers have 3 prices. Their quoted price is the price they first give you when you explain your vision to them. It's a price that will allow them to give you the best of everything and make a healthy profit. If you go back to them and say that the quote is too high they will give you a requote or tell you to Go-To hell. If a 1-a-Day-Provider tells you to Go-To hell, ask them why. If you are satisfied with their reasons and you can afford them, seriously consider booking them as a 1-a-Day-Provider who is willing to lose your business if it means not giving you the best they can supply can be a powerful ally and may be worth the extra investment. Now on to requote. This is a lower price, which includes everything that you need to have a great event, and provides a modest profit for the provider. You should choose a 1-a-Day-Providers in each key



category based on who you most trust to deliver your vision, not the lowest quote, but if a key provider comes back with a good requote and you think they are the best provider you have just saved a bunch of money that can be reallocated elsewhere. Finally we have the best price. The best price is obtained by going back to your providers and saying that you can not afford the requote and asking them if they could do it for less if it was on a different day (and alternative day requote) or done in a different way. When they come back to you with a different way or day that is their best price – it tells you the minimum viable product that they can deliver and not mess up your day as what needs to change in your plan for you to get that price. As discussed, don't push 1-a-Day-Providers for best price unless you absolutely have to for budget reasons. When someone gives you a best price you significantly increase your chance of late stage non-delivery. If a More-Than-1-a-Day-Provider flakes on you they are easily replaced, but if a 1-a-Day-Provider flakes on you at the last minute your whole day can fall apart so don't risk it. However, push More-Than-1-a-Day-Providers as hard as you can for best prices and negotiate hard with More-Than-1-a-Day-Providers who are delivering elements that are not fundamental to your vision. Not big on cakes? Use the best price provider who came back to you with 100 cup cakes for \$100 instead of that initial quote for \$600 for a 3 tiered monstrosity that you thought was stupid anyway. Think paying \$200 on a bouquet is just embarrassing? Enlist that aunt who makes cool paper bouquets to make one for free. If she flakes you can get your best price florist to grab a stock bouquet from the markets the day before no worries at all! So is that clear? Take the quote or requote from the 1-a-Day-Provider that you trust the most, and play hard ball on best prices from More-Than-1-a-Day-Providers based on how fundamental their service is to your vision. The more are willing to do this the less people you have to trust with funding, the more people can come on the day and the better your honey moon!

### alternative day requotes

Did you know that you can save up to 40% by having your wedding on a Sunday? Welcome to alternative day requotes. 1-a-Day-Providers can change their prices massively if you have your wedding on an off peak day. Peak is Saturday – 80% of events are held on a Saturday. A further 15% fall on a Friday. The other 5% of events are spread out over the other 71% of the week. So what does this mean? If you are budget constrained or want to invite 40% more people to your event, then you can look at having it on a Sunday. 1-a-Day-Providers can radically adjust their pricing for a Sunday service without increasing the chance of late stage non-delivery. So if you are pressed for budget, Go-To your 1-a-Day-Providers and get a quote. Then get a requote. Then go



back to them and say I can't afford you but I want you – how much would you charge if I moved my wedding to a Sunday. Be stunned by what some one a day providers will come back to you with. For some people it will be literally half the price. Expect at least 30% off. And More-Than-1-a-Day-Providers can move 20-40% for non-peak delivery as well. You can push them hard on price, and even harder off peak. Remember, it's not about saving money – 150 people at your wedding instead of 100, with the same excellent service and your vision fully met. If that floats your boat, then alternative day quotes will revolutionise your big day. Don't thank me – just go get 'em!

### deposits

Many providers will ask for a deposit. Let me explain why you should always give a one a day provider or a more than 1-a-Day-Provider that is delivering a service that is fundamental to your vision their deposit without fuss and as soon as they ask for it. A provider wants to know if you are committed to your wedding. If you cancel they are significantly out of pocket – especially a one a day provider who might only supply 20-40 times a year. So for them a deposit is your only way of reassuring them that your wedding is going ahead. You know that your wedding is going ahead, but until you pay your deposit a provider is not sure. So if a provider is fundamental to the success of your day, make that clear to them by giving them a deposit. How much they ask for will depend on how good they are and how much they have to spend before the day. So trust them. Remember that at the end of the day if they don't deliver you can sue them for not only the deposit back but also your loss on the day, which can be thousands, and you can flame them into oblivion on Facebook as well. Every wedding provider with their salt knows this, so they are very unlikely to cancel once you have paid a deposit. Your deposit is your commitment to your provider. The moment you commit to them they commit to you.

### price hard ball

As we discussed in best price, if you have a More-Than-1-a-Day-Provider providing a service that is necessary operationally but has no impact on your vision for the day (I couldn't really give a damn about the seats for the ceremony, we just need 100), then you are safe to play price hard ball. To do this choose 3 providers in each category, then from each you must seek a quote, then get a requote, then ask them to come up with a different way of doing it that is cheaper. Then ask them how much they could do that way for on a Sunday. Then ask them to do it for that price on a Saturday. They will be grumpy, but you will trim your budget but up to 40% if you do this. This may seem like a lot of work, but if you have a clearly organised manifesto it's nothing more than ringing each provider, then email for a requote 1 week later, and so on, and

then recording the best price info in the manifest when it comes through at the end. We do this for our clients and we often achieve a situation where they now share their special day with 150 of their nearest & dearest instead of 100.

### **budget**

### **price hard ball**

### **guest list**

This is a list of all the people you want to come to your wedding. List everyone you want to be able to come. Then rank them in order of who you want to come the most to the least. Take the time with your groom to really get the ranking exactly right. If you do this well then you can relax and make objective decisions about who will actually get to come and manage your RSVPs well. The ranking is critical as based on the movement of your budget, how much you play price hard ball and how well you manage your best prices, you may end up being able to invite many more people than you anticipated, and if you have issues with who will pay, there could be less. The number of people that can come will fluctuate right up until your last quotes are in so get your whole list down and take the time to rank it right. Once you have done that trust your judgement, and know that when you have your number as dictated by your budget, you must stick to that and rely on your well-ranked guest list. If you do not you will become an emotional wreck. Your guest list is your vision for who is there on the most important day of your life. Trust your judgement. Remember that some people will not be able to come and some people will cancel last minute – when they do your list is there to take the emotion out of it and ensure that the person who was most deserving of a place at the table when you and your groom spoke about it at length in a sensible frame of mind will have the place they deserve, and you will be able to resolve this without stress. Also remember that when you delegate to the Go-To and enter your rock star bubble in the last few days they will need a list to go by without bothering you. Sit your husband down. Get everyone on the list. Take the time to rank. Feel the stress melt away as your vision powerfully enters your manifest.

### **wedding party**

The guests of honour that share ceremony stage and wedding table with you. Usually includes the groom, maid of honour, best man, bridesmaids & groomsmen.



### key people brainstorm

This brainstorm is a fundamental step in clarifying your vision. Who MUST be there for the day to be a success? The usual suspects are: the groom, best man, maid of honour, your parents and your most trusted friend, who often comprise your bridesmaids and groomsmen. But consider some other people who are key to the day succeeding. Who will run the day? Your Go-To! They are a key person. Are there relatives who you really want to be providers on the day? They are key people. Is there a photographer or DJ who you just MUST have? They are a key person. If there is someone who must be there personally for the day to succeed they are key. Record your key people in your manifesto, knowing who these people are and why they are key will really help clarify your vision and help you stay organised as your wedding day approaches.

**culture brainstorm:** what is not negotiable, what would be nice...

I raise this brainstorm separately because it can cause issues closer to the wedding day if not done well. The culture brainstorm is a time for parents to brainstorm with bride & groom what cultural elements they would like to see included in the wedding. What you want to determine is for your parents what cultural elements for them are not negotiable, and what element would be nice. Once this conversation has been had your parents will know that it is important to you to include cultural elements, and it will flag for you if there is a big gap between what your parents expect and what you will be able to give and still have the wedding match your vision. If there is a large gap, begin adjusting their expectations as well and working with other family members to smooth over the issues as much as you can. But always remember – it is your wedding, and your parents must respect that.

**cultural physical elements:** objects, music, words, clothing, language

Remember that when you include a cultural element in your wedding that there are physical elements that need to be sourced to deliver them. They could be objects, music, words in another language, clothing or a host of other things. Remember each time you add a cultural element to ensure that someone who knows what is required and has access to the objects in put in charge of that element.

**fashion brainstorm:** Dress, Groomsmen theme, Bridesmaids theme...

If clothing is a big part of a wedding for you, you are a part of the vast majority. From your dress, to an attire theme for your groom and his groomsmen theme, to the guidelines for the brides-



maids dresses, though to the dress code for your key people, guests & providers, what people wear sets on motion powerful behavioural cues and provides the largest contribution to the set that creates the atmosphere for a wedding. This is why a fashion brainstorm is so essential. No amount of room decoration can make up for a guest rolling up in ugg boots, and if your groom plans to turn up in shorts and t-shirt he needs to consider the message that that creates for how seriously he is treating the oaths and commitments that he and many of his existing and we family will be searing on the day and what that communicates to his new family. So take the time to gather with your groom and main of honour at least and figure out what you would like people to wear and how this will communicate of your vision for the wedding.

**delegation brainstorm:** all occurrences, craft & logistics – let people love you for fucks sake! As you begin to populate your manifest with key experiences that you want to share with your guests you will begin to realise that there is a lot to be done and that you really have two choices. To do it all yourself or to let people help you. For me there is only one correct choice for you here unless you want to be crying and screaming at your groom at around 10pm on your wedding day when it hasn't matched your expectations and you are stressed to the limit. Stop and consider this. If you have taken the time to get your guest list correct early on then the people who love you most will all be there. Now. No one wants to help you more than the people, and none of them want to help you more on any other day than your wedding day. Sooooooooooooo. It flows that you should let them, rather than smacking out your groom and ruining the day for everyone. Everyone wants to help you. Let them. But how do you do this without losing control of your vision and how to you keep track of it all? That's where your manifest, running sheen and Go-To become so critical. This all begins with your delegation brainstorm. I suggest you do it like so: Write a list of everyone you would like to be at your wedding. This can form the basis of your guest list. Then write down all the key things you want to happen. Then read out your things that must happen one at a time and decide who you most trust with that and match people to key tasks. Write the name of the person against that task and store it in your manifesto, Then you can call them one by one, share your vision for the day and ask them if they will help with making a part of you day happen. As long as you record in your manifest who is doing what you will never go astray, and you will allow yourself to be transformed by the experience of seeing your family and friends love for you in motion n the lead up to and on your wedding day. In my experience brides vastly underestimate how much their family and friends love them and the experience of delegating in an organised



fashion through their manifesto and then allowing everyone to express their love in an organised way on the day through the running sheet not only transform their stress level and ability to appreciate their wedding day, I have often see this experience of delegation transform their whole concept at family, on the most appropriate day for that to occur in their entire life. Delegate, or as I say to most every bride I work with "Let your people love you with all their might, just be organised with your manifest & running sheet so they know exactly how you want that love to look."

**Occurrences:** (link to "do" text)

**start to finish:** (link to "do" text)

**fitting,**

Your fitting is your first major meeting with your dress maker where they measure you for your dress. Share your vision for your whole day powerfully and at length with your dress maker – they are considering far more than how many sequins to pin at your hem, They must consider weight and mobility elements based on your stature and how much you want to move, compromise between layering for dress look when you move with breathability and heat sinking concerns based on your metabolism and stance as well as you movement logistics and speculate on the prevailing weather conditions on your wedding day a year in advance. They need to know the theme for the day to make correct fabric and detail choices and they will also build a lot of your personality into your dress based on the temperament and passion of the manner in which you share your vision. If you have a good dressmaker, the perfect dress is dependent of your willingness to create and share a powerful vision with them far more than it is on their skill with needle and thread. If they make the perfect dress, it's because of you. Logistically, however, also consider the need to set up clear timing and delivery expectations with them – a good dressmaker is more an artist than a manufacturer and so they are driven by passion not deadlines. Sit them down at the end and make clear written dates in their diary and your manifest for your trial & refit, and final fit and make the date for final delivery super clear and 4 weeks at least before the wedding day. Make sure these dates are clearly recorded in your manifest – you must hold them to time, not the other way round. Finally, it's a good idea to invite all your bridesmaids to this session and to figure out their dresses straight after – it gets them in the mood and shows them how important this is to you.

### **trial & refit,**

This is the second wedding dress fitting. Make sure you get this done on time and at least 3 months prior to your wedding – if the dress is delivered to the refit on time and looking good you can relax – your dress maker is on the ball. If not then get real mad real fast and if your dress-maker does not respond then change dressmakers fast. Its not worth the stress to persist with an unresponsive dress maker – a 95% perfect dress 4 weeks out is 100% better than no dress and stress galore in the lead up to the big day. At the fitting wear your dress for at least an hour to see how it feels and do your best to break it – jump, fake a fall, get people to pull at it and also run a lot so you sweat a bit to see how it sinks heat and wicks moisture – it will really help the dress maker assess how to adjust it and where it is weak, not falling right or not venting or wicking the way they had hoped and needs to be reinforced or recut. A good dressmaker will encourage you to do this – they don't want you to break it on or look silly on the day – they want you to do all that at the refit. Invite all your bridesmaids to the refit and discuss their dresses with them straight after.

### **final fit**

This is the final session where your dress has been adjusted and fits perfectly and embodies the vision for your day. Once again test your dress hard at the final fit. A good dress maker wants you to do this and it all to hold fast so they can leave you with the dress knowing that their work is done and they won't hear from you again except to say thank you.

### **fitting, trial & refit, final fit**

### **wardrobe**

Wardrobe refers to the dress code that you choose for your key people including your providers, wedding party, parents and other key people. Make your wardrobe very clear especially to providers and men. The former want to meet your wardrobe requirement but can do so only to the extent you direct them, and the latter usually don't care what they are wearing and will comply to the letter if you tell them what you want. People to be more diplomatic with are your bridesmaids, and your mother and future mother in law. As a general rule of thumb remember that of these people want to look ever so slightly less resplendent than you but better than every other woman there, so there can be some politics associated with this. If not some politics there





is always some emotion. It's your role to help people process that by reassuring them that they will look great but not better than you with what they want to wear, and to spot and manage any bulls in your wardrobe. If you sense a rogue in the ranks share your vision and remind them of how you want them to look and how what they wear communicates a lot to your whole family.

### cheap flights and accommodation

When it comes to holidays there are some great ways to save. Decide where you and to go and then: Firstly book accommodation early and book on a special deal – subscribe to travel sites and watch for special offers and lock in a great deal when the place you want to go is on off season and you will get a good price when ever you travel. Secondly, shop for deals on flights until you get a great one – to do this takes time as flight prices fluctuate based on demand. But register on a few aggregation sites like best flights or jetabroad and check in each week and you will find a good deal.

### legals - including critical dates for registration, costs, day logistics and name change rules

There are quite a lot of legal formalities that must be observed for your marriage to be legal in your jurisdiction, so make sure you research what needs to be done, including critical dates for registration, costs, day logistics in relation to what must occur to make your marriage legal and name change rules. These rules vary a lot from place to place and time to time so don't assume that they are the same as someone you know who got married elsewhere or at a previous time.

### run sheet

Your run sheet is the final achievement of your manifest – a minute by minute running order of all the critical elements of your wedding. What matters most is that the time structure is realistic over all and that things are scheduled in the correct order on the day so that things run smoothly. Sticking to time is not the aim; the aim is for every provider and key person to be working from the same script and for everyone to know what needs to be done next for the day to work. A good running sheet is really an exhaustive list of what must happen in order, and a guide as to the timing of each item. It makes it very easy for your providers and key people to make your day a perfect one without having to ask anyone as they go along and helped your Go-To create your vision for you on the day.



### timings

Timings are the time order of the events in your Run Sheet. Its really important to think a lot about your timings – a lot of brides loose a lot of sleep wondering whether everything will go smoothly on the day and if there is enough time to do all the things they want to do, but of you make thinking clearly about your timings a priority you will be able to go in to your day relaxed knowing that there is enough time and that things are going to happen in the right order. Looking closely at your timings allows you to experience your day before it happens and live it minute by minute looking for oversights and inconsistencies well before that day – every time you find an issue in your timings and correct it you have made your day smoother and you can become more and more relaxed as you run though the timings with your key people & providers and have them all iron out any operational inconsistencies well in advance. When your timings are checked and rechecked you can relax knowing that everyone is on the same page and confident of a successful and low stress day.

### key songs

On your wedding day there are some events that call for the use of music to evoke emotion or convey a message. While there may be a capable DJ creating the over all mix of music for you throughout the day, there are some key songs that you might like to select for yourself because they may represent a specific part of your vision for the day. They might be songs that are special to you and other key people, or they may be songs associated with particular events on the day. Some of the events that you might chose key songs for are: Advancing down the aisle, your recession from the aisle, your entrance to your reception, during your cake cutting, your bridal dance or first dance, a dance with your father, songs for the throwing of the bouquet and garter and also a song to conclude the reception as you exit. It is worth figuring out events for which a key song is appropriate and recoding this in a music list in your manifest – it will help the DJ understand your vision for the day and make the music personal to you, your friends and your family.

### key announcements

Announcements are useful in guiding your guests through the day, and knowing when they are appropriate and how they help your guests will make your guests fell more comfortable. Many of your guests will be looking for cues about how you would like them to behave on the day and clear and concise announcements can communicate this for them. Some key announcements



include: Assembling the guests for the brides arrival, an announcement after you have signed the register that informs guests that you will be commencing your recession and lets them know what to do between the ceremony and the reception, informing guests of when they should be seated for your arrival at the reception, a “housekeeping” announcement after you have arrived and been seated at your reception that summarises the key elements of the reception, and announcement of the formal events at the reception such as cake cutting, first dance, speeches and the like.

### **DJ: music 1/3, tech guy, speeches, diverse experience**

The music provides around 30% of a persons sensory experience and memory of a wedding, and as such the DJ influences your guest's memory of your wedding more than any other provider. Your DJ also often acts as your audio visual tech guy and sometimes acts as the MC and coordinates announcements and speeches. Because of this it is really important to make sure you trust your DJ and ensure that they are comfortable with your running sheet for the day. If you choose an experienced DJ it is also likely that they will have more experience of wedding events than any other person on your team, so they can provide a useful independent sounding board when it comes time to refine your running sheet. DJs see all of the operational elements of a wedding come together many times over, so use their experience and trust their guidance in getting your running sheet into a logical and realistic time sequence.

### **Recession**

Your recession is when you walk back down the aisle after being married by your celebrant and signing the bridal register. It is quite an important time for your guests as this is their first, and for your ceremony only guests, their only, chance to congratulate you. Think about your recession and how it will work – people will be rushing in to the aisle to see you. How much space will you need, how much time, and what will the environment be like on the day? How can you make this special time perfect for you and all your guests? What can you offer than at this time to make the recession more comfortable and more memorable?

### **Reveal**

This is when your groom first sees you on your bridal gown. Talk to your groom about what this might be like and how you would both like it to happen. From experience most brides want this to be as they walk down the aisle, but once again from experience, think about how overwhelming the ceremony will be for you both. Adding the extra emotional load of seeing each other for



the first time all dressed up for the day and ready to make a life long commitment is more often than not completely overwhelming for bride, groom, or both. An emotional overwhelm situation is the opposite of what you want at the altar – it can lead to nervous pronouncement of vows, inability to speak, crying and fainting. But more importantly emotional overwhelm causes memory loss. So very many brides that I debrief with can not remember their wedding ceremony because they intentionally created an emotionally compelling environment without realising that they were setting a trap for themselves. For many brides their wedding ceremony is the first time in their life they have experienced total emotional overwhelm so suddenly. Be a smart bride – consider revealing to each other before the ceremony. Then when you walk down the aisle it will be as a confident bride joining a steadfast groom.

### Arrival & Aisle walk

Lets cut to the chase – at no other time on your wedding day will emotions be so highly charged. So take the time to think about your arrival and aisle walk. I see brides crying, tripping, fainting, all manner of things – more weddings go awry on the aisle walk than in any other element of a wedding. Emotion. It's a beautiful thing, but too much too fast it is a bride's worst enemy. Yes, any bride would be in the vast majority to hope that they and their loved ones would experience a great deal of emotion as they arrive at their ceremony, but I'm giving you the heads up right now: be super aware of the danger of emotional overwhelm as you arrive and walk the aisle, and do everything you can to prepare for the emotion for your walk. No matter how much you prepare for it, it will likely be the most moving experience of your life. The danger is on the other side – if you are overwhelmed with emotion you risk compromising your whole experience of your day with symptoms like dizziness, uncontrollable crying, inability to speak, tripping, fainting, short and long term memory loss and the very common "jabbering", where you blurt out things you regret at the altar. Am I trying to scare you? No. Let me be clear, Emotion is very good. But not fast. What I'm asking you to consider is not reducing the amount of emotion you feel, - its actually the exact opposite – I'm asking you to prepare yourself so that your emotion builds steadily and you can actually handle and process far more emotion as you walk down the aisle, whilst reducing your risk of overwhelm at the same time. I'm trying to get you to take some actions now so that you are fully prepared for the experience and can experience it from a position of gratitude and joy. Preparing yourself for a peak of emotion is very easy if you know how. Your top 3 actions as a bride are: 1: Visualisation: In the days before your wedding take 15 minutes each day to close your eyes and imaging yourself walking down the



aisle in great detail. The best time to do this is when you wake up in the morning. Close your eyes and imagine in second by second in graphic detail. This allows your brain to process some of the emotion in advance. It's also a super nice feeling when you do it. If you feel a little teary as you do it that means you are doing it right! 2: Practice your vows with your groom. Doing this will make you more relaxed at the altar as you have been there together in the practices, and will also allow you and your groom to experience and process many of the emotions before the day. 3: Consider doing your reveal with your groom before you arrive at the ceremony. Seeing each other ready to go will allow loving words to bolster your confidence and also provide a special experience for you both before the rabble arrive! If you want to do more than this jump on the net and do some research – emotional overwhelm is well researched and there are plenty of simple exercises out there. But if you just do the 3 above you are set & ready to be fully open to the love of hundreds of your nearest and dearest coming at you full speed so that you can glide down that aisle, breathe deeply and relish the moment!

### order of service

Every wedding is different, and as such when guests arrive they find themselves a little lost and uncomfortable searching for clues as to what sort of wedding it will be and how they should behave. They will be curious about what the ceremony will be like and eager to know what will be happening when. Nothing will allow the guests at your ceremony to get comfortable faster than a friendly smile from the usher reminding them which side of the aisle they might like to sit on and then receiving a document called the order of service. This document is a brief overview of how the ceremony will run. It can be as simple as a few dot points or include all the readings word for word. All that is essential is: Your names (yes people actually do worry that they might be at the wrong wedding until you make it clear in writing that they are indeed at the right one.), the start time, the title of your celebrant (This tells them if it is this a religious or culturally specific ceremony and if so what religion/s or culture/s), the names of the key events in order, the names of any readings and songs (chapter & verse or title & author are enough), what they need to say and do (traditionally this stuff goes in bold, and if they don't need to say or do anything note this so they can relax – they don't know unless you tell them!), and what they should do during and after the ceremony (where to sit, how to behave at the recession, where to gather between ceremony & reception). If your order of service provides this key information your guests will be confident and settled when you arrive. It will allow them to be fully emotionally present as your witness and make a lasting memory of your ceremony instead of worrying about what is happening or what they should be doing.

### Order of events

In a very similar way to your order of service, your order of events is a document that people are given as they arrive at your reception to help them settle in and understand what will be happening and how to behave, traditionally by being placed at their table seating. The key components of a used order of events are: Your names, the names of the hosts and other guests of honour, the start and end time, culture/s), the names of the key events in order, the names of any speakers, readings and songs that are key to the proceedings, the service style and brief menu information and information about exit and departure arrangements.

### Menu: food , drink, types - alt drop, set menu, cocktail, a la carte, buffet etc

The menu at your reception is important – the service type give information about how you want your reception to proceed and how people should behave, and the food and drink you serve provide a significant proportion of the experience of the reception. More simply and importantly, however, people cant be happy when hey are hungry or thirsty. Consider this carefully when planning your event. Many brides now make water and light snacks available even at their ceremony, and most ensure that light snacks are served between ceremony and reception. With your menu if people are full at the end of desert they will remember the style of service and whether the food was tasty, but not much more thank that. But of they are hungry; they are likely to remember nothing else about your wedding. If you want people to have a positive memory of your reception caviar is optional but a lot of food and drink is compulsory. When it comes to service style you have a lot of choices that communicate different values. Alternate drop communicates trust, a set menu with course choices communicates hospitality, cocktail style communicates fun and openness, a la carte communicates autonomy, buffet communicates community and silver service communicates honour.

### set shot list

It is the role of the photographer to capture your vision for the day in images to last a lifetime. To do this they need a set shot list – this is a list of all the shots you require to communicate your vision for the day in images. The best way to figure out what your must have shots are is to looks at hat is key in your vision, manifest and running sheet – what is important there is important to photograph. Also consider who you must have images of, with particular consideration of group shots that might be priceless in the future.



### key words

Well chosen speakers and words form a powerful part of your ceremony and reception, so you would be wise to consider both what you would like said, and also by whom. Key words include introductions, readings, vows and songs at your reception as well as announcements, readings and speeches at your reception. With words quality and personalisation beat quantity every time – remember to remind your speakers of this!

### second shooter

An experienced photographer generally works with an apprentice called a second shooter. This person captures non core imagery that is often candid and fun and also can often film key moments while the photographer shoots the stills.

### registry

Many people will wish to give you a gift on your wedding day. To prevent people doubling up gifts and to assist people in giving you something you want, you may create a registry that lists the gifts that you would like people to buy. This can be as simple as a list on your website, or as intricate as many of the online or department store provide registries. A registry is generally a good idea – most people will want to get you something you actually want and will keep and cherish, so help them by creating a diverse and personal registry.

**website:** live digital invitation: what, why, where, when, how, who, **location information** , RSVP, registry, website

Your website is a website that acts as a live digital invitation, detailing the what, why, where, when, how, who, location information , RSVP, registry and other relevant information about the day. There are now many paid and some free website services on the net – search around and find the one that works for you!

### time based checklist

A time based checklist is a checklist that an event coordinator uses to ensure that every element of an event is organised in the correct order and with time to spare. When you organise your wedding using such a time based check list will allow you to work steadily to create a great event and relax knowing that no part of the day have been overlooked.



**music list:** including what you don't want

Most DJs will really appreciate you creating a list of the music you definitely want to hear and also, quite importantly, the music you don't want to hear, at your wedding and reception. Don't feel that you have to pick all the songs. Your job with every provider is to communicate your vision, so pick the artists, styles and songs that are at the centre of how you want your day to be, and those that are the opposite of what you want and then allow the DJ to work within that structure to create a mix that is right for your wedding. If the DJ understands your vision and knows what songs are key they are in a great position, and adding a music list gives them all the further information they need to create a music product that fulfils your vision.

### More-Than-1-a-Day-Providers

#### provider verification checklist

When you have confirmed a specific provider to deliver a service, record this information carefully in your manifest including their name, contact details, the agreed conditions, pricing and products to be delivered. Remember to also include friends and family who are acting as providers in this list. By listing all of your providers in a single check list you set yourself and your Go-To up to be able to quickly check in with providers in the weeks and days leading up to your wedding, allowing you to relax and know that your whole team is on board.

#### seating & service

This is catering jargon, and means how many people will be served and in what style. The chef needs to know the menu but everyone outside the kitchen needs to know 2 main things: how many people, what type of service (buffet, a la carte etc). You will choose your service and menu quite early but your seating can change right up until the moment your guests sit down. As such it is worth clarifying your seating numbers with your caterer in the weeks leading up to the event. Most caterers will notify you of a "final seating" date. Once this date has passed they will serve to the number of seatings you have declared. Past this point if you have people decline invitations you can not cancel the seats so you should fill them with people lower down on your guest list. Because of this having an organised guest list and accurate RSVPs recorded in it in the lead up to the wedding is essential.





### catering

Catering refers generally to the food and drink (beverage) service elements of your ceremony and reception. Remember that a hungry or thirsty guest cannot enjoy themselves, so choosing a reputable caterer who understands that people being full is more important than them being wowed by the chef is paramount. Consider also that your guests are in your care from the moment they arrive at your ceremony until the moment they jump in a taxi. Have you considered supplying drinks and light snacks pre and post ceremony? Is there enough alcohol, but not too much or the types that can be consumed too fast? Discuss these issues with their caterer to build confidence between you and to help them understand your vision for the day. Your vision is unique so don't assume anything – tell them what you want the day to be like, what is most important to you and what you are most afraid of. Then they will know what to do and you can trust them to deliver!

### save the date card

When you have finalised your guest list & budget you are in a position to send out save the date cards to all your guests for both ceremony and reception. The earlier you send these cards out the more successful you will be in securing the guests you really want at your wedding. A good save the date card lists the date of the wedding, you and your fiancé's names and the approximate location (just the city or town is enough). It can include more information than this, but it being delivered earlier is more important than it being detailed, so send it out as soon as your guest list & budget are settled, and don't worry about wowing your guests with it. Your invitation can take care of that. A printed card with a magnet on the back is more than sufficient.

**invitation:** what, why, where, when, how, who, **location information**, RSVP, registry, website  
Many brides want their invitation to look spectacular and be super personalised, and if that's you I'm not holding you back, but glitter, scatters & lace or a post it note, make sure you include the right info or all your hard work will be for nothing; What they are invited to – is it a cocktail reception or a hand fasting?, when – date and times, how to get there, who is inviting them (this may include parents), RSVP date and process, registry information and the url of your website. This last detail will be super important if you make a mistake on you invitation, forget a vital piece of information or if something needs to change between when you print your invitations and your wedding day.



### rehearsal

Your rehearsal is super important – nothing will settle you down and allow you to be relaxed and present on your wedding day than an organised rehearsal at which your Go-To is the empowered leader of your providers. Make sure all your key providers come. Buy them dinner. Make them love you. Make sure your manifest and run sheet are complete, checked and rechecked for the rehearsal, and most importantly, hand over responsibility for the smooth execution of your vision to your Go-To. Happy, confident providers, a complete and agreed running sheet and an empowered Go-To are the 3 cornerstones of your perfect day. As your Go-To takes over the rehearsal feel your confidence build as your anxiety slips away and lean in to those vows with your groom. You are the rock star now. You have shared your vision and delegated powerfully. Your manifest and run sheet are perfect. What comes now is the best few weeks leading up to the best day of your life where everyone who loves you supports you in the new life you have created for yourself. You are the star. Be 100% present and open to the love that is there for you to experience from the moment your Go-To step up to make your vision a reality.

### honeymoon flight, accommodation, passports, visas, vax

Your honeymoon is an important time – a time for love and fun yes but also a private and personal time for you and your now husband to figure out what being married will be for you. It is often a time of deep emotion and it sets the tone for your life together. So invest in it financially, operationally and emotionally. Make it truly the trip of both of your life times and create lots of space to just be together, talk, cuddle and be with each other undisturbed. The operational stuff you may need are some flights, accommodation, passports, visas & maybe a vaccination or 2. But more importantly than this take the time to make sure the trip is one where you and your groom will really want to be together just the two of you, to create your life. Even if you have been together for a decade, a lovingly considered honeymoon can have as much impact on your future as your wedding day and all that came before. Make it yours and reap the benefits every day thereafter.

### words (link to speeches)

#### Speeches

Of all the words that are said on the day the speeches are them most personal, the most memorable and the most risky. Lets look at these 3 factors in turn. Personal: remember to remind your speakers that people want to hear what they think in detail – to make their stories detailed & personal. Mem-



orable: people will remember the little anecdotes and funny jokes that your speaker make much more than any grand wordplay. What they will remember is when someone spoke from their heart to yours. Risky: Speeches are live and up to the mood & temperament of the speakers you choose. SO choose them wisely. Chose people who will speak from the heart, who are sensible and measured in their words and who respect you and your family. It's a wedding, not a 21st – don't put your larrikin mates behind the mic – they will have their chance to be at their hilarious best at the hens & busks nights, so don't put them in a position which you moth might regrets.

### VOWS

These are the most powerful words of the day, so take the time to make them truly your own and practice them together til you and you groom know them by heart. Don't worry if they don't flow nicely or sound too simple or are too short. Don't think about any of that. Figure out what you want to say to your groom and what he wants to say to you and go with that. No amount of poetry will ever trump words spoken from the heart, by heart, boldly, from one lover to another. Practicing them til you know tem by heart is important for 3 reasons: Firstly the more you practice the more you prepare emotionally and educe your risk of emotional overwhelm. Secondly knowing your vows by heart will allow you to look at each other instead of down and will mean that your celebrant vows not have to ask you both to repeat after them. This will increase your confidence and allowing you to experience each other at that critical moment instead of stressing about getting the words right and missing he instant you commit to one another. It is also plainly awesome and highly memorable for your guests compared to a repeat after me scenario with your celebrant. Finally practicing together a lot will mean that you can renew your vows to each other after the wedding. Any time. Any place. It's a powerful gift to give ne another. All that being said, still bring a copy of your vows with you on the day, nice and large. It just makes it all the cooler when the celebrant says: And now for the vows, then holds the words down between the two of your and you both look straight over the top of then, right in to each others eyes, and the words just flow, like you were born to say them. One voice, One heart.

### Bonbonniere

These are keepsakes of the wedding that you give to your guests, traditionally places with at their seating at the reception. Remember – it's a keepsake, not a gift. Make it personal and small. Something that they can keep somewhere that they might see every day that takes up a minimum of room but reminds them of you and your groom, the vow they witnessed and the promise they made to be there for your when you need them.

### Seating Plan

At the latest possible convenient time after all of your RSVPs are returned and checked, you need to draw up a seating plan. It's a political and sensitive business. In most matters I advise you ask your parents opinion and then tell them to get over themselves, but for the seating I advise the opposite. Get them to do it for you in its entirety if they are willing. Get the parents you have and get them all together, give them the list and set them to work. They know the history of your families in a way that you never will and if this is the one thing you ask them to do and you explain why they can do it better than you they will likely take the time to consider it very seriously and do a much better job than you. It's also a great way for all your parents to share family history with one another so that they all understand what that history is and who the "danger people" are to keep an eye on and possibly disuse before they become a problem. If you do this you will have caring people sharing that task of watching over your day and ensuring that the peace is kept throughout and you will pay them all a big compliment as well as diffusing any tensions they might have had about who of them is in charge – unite them equally in your service!

### guest book

This is a book that usually sits on the gift table so that your guests can write a note for you as a keepsake. If you are using one make sure the MC knows to remind everyone to sign it!

### hens night

A party where you and your closest friend celebrate your wedding.

### bucks night: ensure 2 weeks clear and do 3<sup>rd</sup> party alerts if needed

Let the boys have a party, but ensure it is 2 weeks clear of the wedding date and remember that if you are worried to speak to your father and the father of your groom and let them moderate for you.

### crafting days: and invite EVERYONE to help at craft days

If you are making things for the wedding, invite EVERYONE to help at craft days. People enjoy contributing and it will save you possibly days of your time as well.

### bride & groom time

It is a good idea to set aside 30 minutes between your ceremony and reception just to be together with no one else around, This will ground and settle you and will be far more valuable than another 300 photos of you and your groom.

### celebrant

This person makes your marriage legal and also officiates at your ceremony, Make sure your celebrant is registered and don't assume that they are up to date with all the laws & regulations of marriage – double check!

### RSVPs

RSVPs are your guests replies as to whether they can attend your wedding ceremony and or reception. It is important ensure that your guests RSVP well in advance of the day so that you can give accurate information to your providers as well as allowing you to invite people lower down on your guest list with sufficient time for them to be able to attend.

### Rehearsal

Set a dinner with key people and dress rehearsal in full. Let everyone know that the **Go-To** is in charge of the day and get your **Go-To** person to run thru the whole day in spoken word from the **running sheet** start to finish. Let all **key people** do their parts, and offer them a chance to do their **reception** speeches as well.

### bump-in

Bump in refers to the time and means by which providers provide you with service at your ceremony or reception sit on your wedding day. Ensuring that all of your providers know their bump in details will mean that all of your logistics on the day run smoothly.

### head counts

Certain providers, especially the caterers, need to know accurately the number of people attending on the days so that they can ensure that they have the correct amount of products and the staff to deliver them. This is why your guest list is so important – being able to accurately determine in advance the number of people attending means that your providers can deliver an excellent product on time and budget.



### service check

Using your manifest, you are able to text every provider quite quickly at any time to ensure that they are on track for the big day.

### location information

All of your guests, but most especially those travelling long distances need clear information about precisely where the ceremony and reception venues are. Include: street address, parking arrangements & location, set down and pick up location for taxis etc, a google map link and a visual map as a minimum.

### Venue pack down inc. gift transport

After you leave the reception you will need someone to assist you by working with the service providers to ensure that they are all comfortable with the pack down and that any unfinished business is written down or otherwise dealt with. This person will also need to coordinate the deliver of your wedding gifts to the location you have specified. This person is often your Go-To person or one or both parents.

### sedative test

Few things will improve your wedding experience more than 10 hours sleep the night before the big day. A sedative will greatly assist with this, but in order to use a sedative safely on the night before your wedding you must test it once or twice in the weeks leading up to ensure that it works correctly with no side effects.

### overnight bag: toothbrush, makes clothes snacks, lingerie

Pack a toothbrush, make-up, a change of clothes, a few snacks, and some wedding night lingerie in a bag for your maid of honour to deliver to your wedding night accommodation the day before your wedding!

### day bags: for all key people including yourself – aspirin, water, touch makes, safety pins, mints, snacks, flat shoes, pads, tissues, keepsake

For all key people including yourself, pack a small bag with aspirin, water, touch up make up, safety pins, mints, a few snacks, flat shoes, pads, tissues and a wedding day keepsake, and arrange for you Go-To to deliver them to everyone on the day.



### rock star bubble

In the few days before your wedding, after you hand control over to your go-to, your role shifts dramatically from that of organiser to the star of the show. As such you are well advised to allow your go-to to run all of the operational logistics and simply focus in on yourself and your groom. Remember that everyone who loves you wants you to enjoy the experience and be fully present on the day so trust the people you have appointed and your manifest and run sheet, and allow them to deliver your vision and you perform your role as the bride of the year!

### Ravage: your husband – body is key now

When you are in your rock star bubble, feelings and physicality are paramount. Spending time with your groom, complimenting and holding each other will help you both relax and prepare mentally for the big day. Nothing will relieve your stress and improve your groom's confidence on the day more than sexual contact. So don't be backward about being forward once you enter the rock star bubble.

### large carbohydrate rich

Sleep is your best friend, but following a close second is sugar in your blood stream. We all want to look a million bucks and many diet hard for their wedding day but you can't lose weight on the day, and no matter how trim you are you won't look good if you flip out or are frowning all day. Blood sugar will keep your brain ticking nicely, and the best way to give yourself lots of blood sugar over the day is to eat a large, carbohydrate rich meal for breakfast and lunch and to snack frequently throughout the day.

### Sedative or sex

10h sleep on the night before your wedding will make more difference than any one other thing to your enjoyment of the day. The best way to get to sleep the night before is using a sedative or having sex.

### sleep for 10h

Aiming to sleep for 10h the night before your wedding will ensure that you get a good rest. You would be well advised to use a sedative or have sex before bed to help you rest peacefully. If you are using a sedative ensure that you do a sedative test in the week or two before the wedding!

### **food alarms** -- Eat eat eat – drugs rock star

Being a rock star is tiring and emotionally draining, and being a bride is like being a rock star for the day, so learn from how they cope: Eat a large carb rich breakfast and then set an alarm for every 3 hours of the day after that. When the alarm goes off, turn to the person nearest you and say “I need to eat something, can you bring me some finger food?”. Then eat what they bring you. This will ensure that you have steady blood sugar throughout the day, combined with 10 sleep the night before, will ensure that you make the most of the day!

### **Trust: referring to your Go-To, key people & providers**

Once you enter your rock star bubble, the time has come to trust in your people and your process – you have good providers, your key people are briefed, you have a manifest and run sheet to guide everyone, so relax and let your Go-To coordinate your key people & providers to make the day perfect.

### **be present**

#### **follow up: Goto** with providers

Make sure that your Goto knows to check in with the providers on the manifest the day after the wedding to ensure that any issues are recorded and either addressed or put on a list to be dealt with when you return from your honeymoon.

### **Bug your photographer**

Many photographers process their photos based on how urgently people want them. Bugging them once a week will often speed the process up by months!

### **Open your presents**

Remembering to record in your guest list who gave you what and what you remember they did on the night for thank yous

### **thank you cards**

Remember to send each guest a quick hand written note to thank them for coming, for their gift and for any assistance they gave you for the big day.

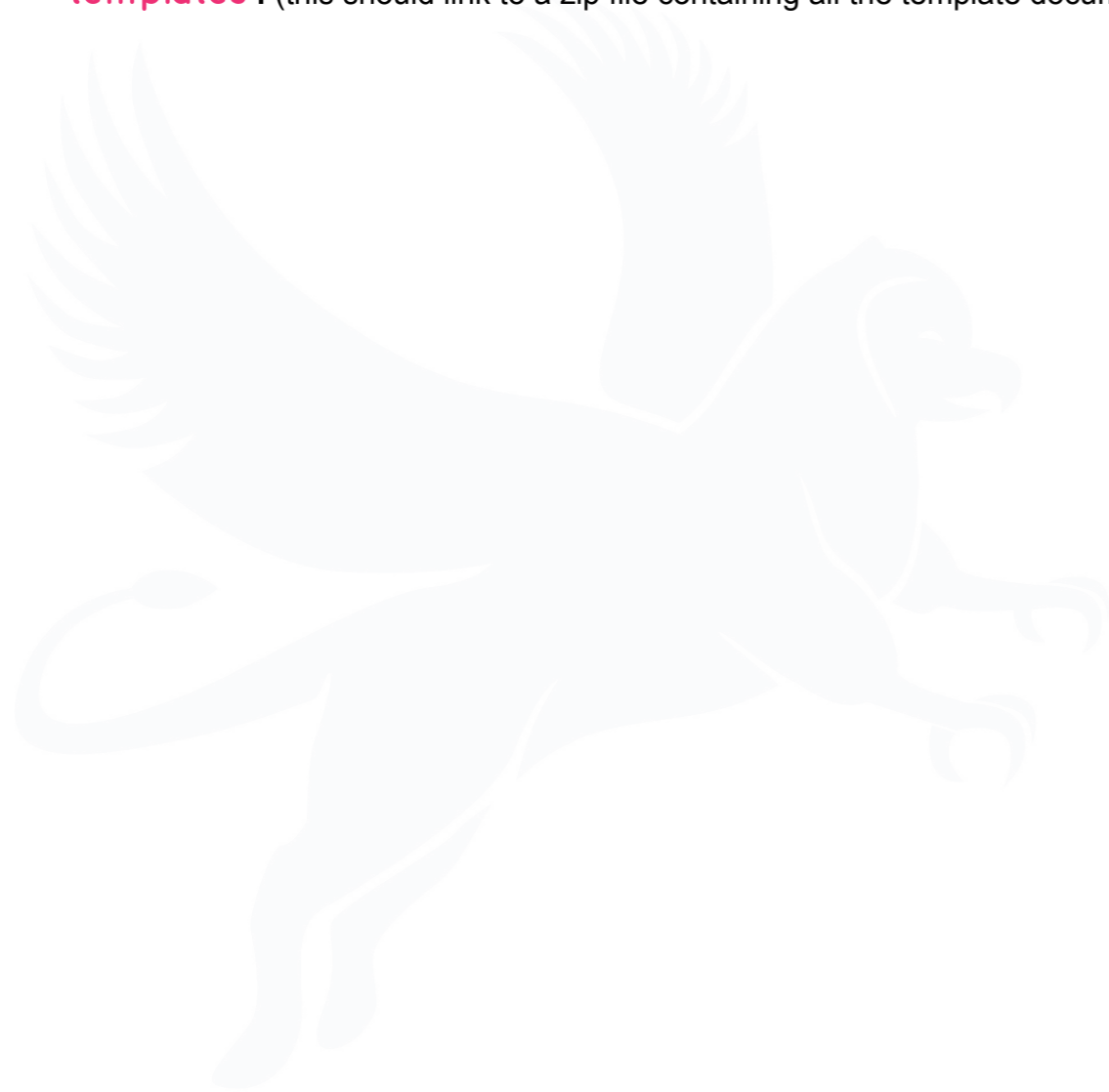




**often:** renew vows

The best part about remembering your vows is that you can then renew them when and where ever you like. Don't be shy to do so – it will bring you both back to the moment when you said I do!

**templates :** (this should link to a zip file containing all the template documents)



Griffin  
Alliance